SAP_Report of Purchase Orders with WFs Information

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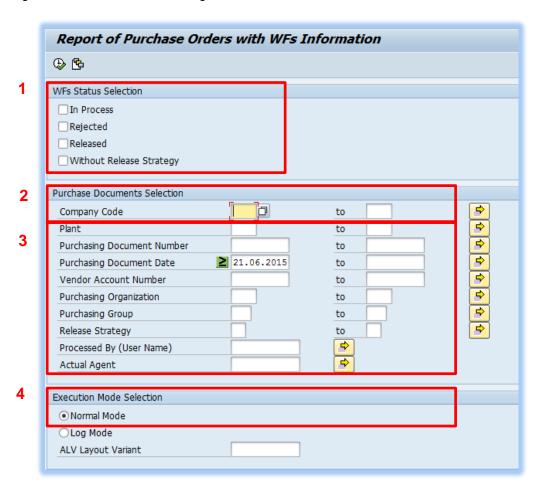
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1 Access and data selection

This report makes it possible to visualize the status of purchase orders, as well as the persons who are involved in this process of approval.

The transaction is **ZWF_MM_PO_LOG**

This report will display the purchase orders processed with the new workflow which came into effect on 21/06/2015. We will also be able to check those associated with the old workflow, although it will not offer the same degree of information.



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Corporate IT & Organization Department

- 1. We must filter the selection of data on the basis of the current state of the purchase order and may choose one, several or all:
- **In Process**: Purchase orders in the process of being approved (it may have been approved by a user and the following steps of approval may be pending according to the limits defined).
- Rejected: Purchase orders rejected by any of their approvers.
- Released: Purchase orders completely liberated by all the necessary approvers and sent to the supplier.
- Without Release Strategy: Purchase orders that do not required authorization by any user.
- 2. It will be mandatory to select the company or companies to consult.
- Additionally we can filter by:
 - · Centre or business area.
 - Purchasing document number.
 - Purchasing document date (the date fixed in the variant in which the entry into production
 of the new workflow; the previous documents are not visible through this report)
 - Vendor account number.
 - Purchasing organization.
 - Release strategy.
 - Sap user who has taken part in the process of approval.
 - Current agent (this allows the purchase orders which are pending approval to be filter in the mailbox of a specific SAP user)
- **4.** We shall execute the report in **normal mode**. The log mode presents one line per passage of the workflow and is designed for the analysis of the IT department.

2 Data Shown

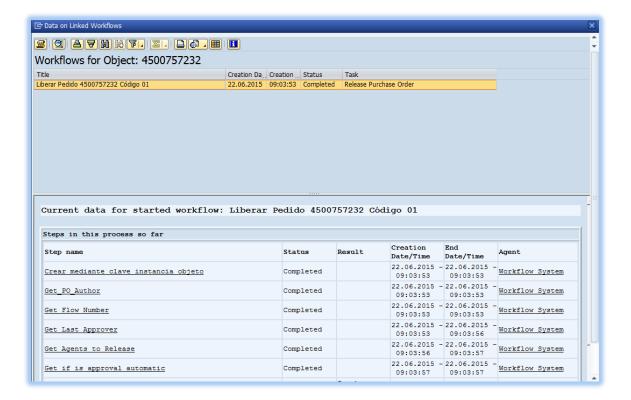
The listing will show us one line per supplier purchase order to be liberated with all the information relative to the document (status, Company code, plant, purchasing document, PO date, vendor name, purchasing organization, purchasing group, release strategy, number of approvers, net order value, department, actual agent name, approver users, reject reason,..)



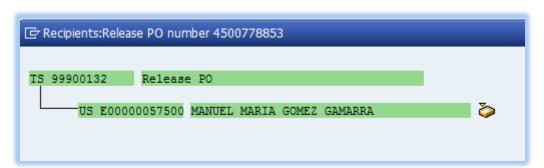




From the listing, we can go to the log of the approval workflow



And to the SAP user who is responsible for the workflow at that moment



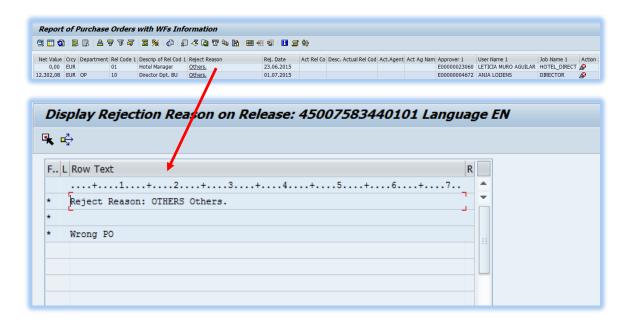
Let's take a look at the information relative to approval that we are shown for each state:

IN PROCESS: We can check who has to approve a purchase order. In this example we can see a purchase order pending at the 2nd of approval, previously validated by the previous approver.



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REJECTED: This purchase order has been rejected. We can see who has rejected it, the reason (it is a field from which we will be able to see the details of the reason for rejection) and the date of rejection.



RELEASED: We can check who has approved a purchase order. In the example shown, we can see two approved purchase orders with two levels of approval.



3 Document version

Version	Corporate area	Approved by	Type of document	Date
1	IT & Organization Department		Related document	September 2015